

JRRD Manuscript Submission Checklist

Full *JRRD Submission Guidelines* are available online at our Web site (<http://www.rehab.research.va.gov/jrrd/index.html>) and Manuscript Central under the *Instructions and Forms* tab (<http://mc.manuscriptcentral.com/jrrd>).

-GENERAL-

- ☐ Manuscripts submitted online via Manuscript Central (<http://mc.manuscriptcentral.com/jrrd>) double-spaced with pages consecutively numbered.
- ☐ Required forms completed by all authors and submitted to Editorial Office:
- ☐ *ICMJE Form for Disclosure of Potential Conflicts of Interest*
- ☐ *Statement of Originality*
- ☐ Cover page indicating intent to publish with *JRRD* included. Cover page must contain the title; all authors' name(s), major degree(s), and affiliation(s); the name, address, telephone and fax numbers, and e-mail address of the corresponding author; and author contributions detailing the specific contributions of each author.
- ☐ Proper citation, full quotation, and required permissions for any previously published text, tables, or figures included.
- ☐ Manuscript title 100 characters or less (letters and spaces) with no abbreviations or acronyms provided.
- ☐ Short title (45 characters or less) provided at the top of the page for use as a running head.
- ☐ *JRRD at a Glance* of 100 words or less describing the relevance to the veteran submitted separately. Abbreviations, acronyms, references, footnotes, and commercial names are not used in the *JRRD at a Glance*.

-SPECIFIC-

ABSTRACTS

- ☐ Contain clinical trial registration information, if required.
- ☐ Are limited to 200 words and written as a single paragraph that does not include headings (e.g., Methods, Results, or Conclusions).
- ☐ Do not contain footnotes, references, or commercial names.

ACKNOWLEDGMENTS

- ☐ Only include individuals/entities that have provided financial or other substantive assistance. All individuals named in the acknowledgments have given written permission to be named.
- ☐ Contain institutional review board approval and informed consent information.

REFERENCES

- ☐ Correspond to the specifications of the *ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. Examples of specific types of references are available in the full guidelines.
- ☐ Are identified on the line within brackets, e.g., Levitz [3].
- ☐ Are each cited in the text.
- ☐ Are numbered consecutively in the order in which they appear in the text.

- ☐ Do not include unpublished data, personal communications, submitted manuscripts, statistical programs, papers presented at meetings, and non-peer-review publications. Instead, these are listed either as in-text notes or footnotes, with written permission if applicable.

TABLES

- ☐ Are each on a separate page at the end of the text with their title and caption.
- ☐ Are numbered with Arabic numerals.
- ☐ Are each cited in the text in numerical order as they first appear.
- ☐ Contain all necessary information in order that they may stand alone, independent of the text.
- ☐ Do not contain data that could be included in the text in several sentences.

FIGURES

- ☐ Are prepared according to the *JRRD* digital art guidelines and the *JRRD Figure Checklist* (available from our Web site and Manuscript Central).
- ☐ Are cited in the text in numerical order as they first appear.
- ☐ Each contain all necessary information in order that they may stand alone, independent of the text
- ☐ Only contain letters and identifying marks (e.g., arrows) that are clear and sharp; critical areas of radiographs and photomicrographs are identified.
- ☐ Do not contain ANY text that may identify a patient.
- ☐ Contain explanatory material in accompanying legend not on the figure or in the figure title.
- ☐ Are each accompanied by a legend; legends are listed all on a separate page at the end of the manuscript.
- ☐ Require permission for art reprinted from other sources and a credit line in the legend.
- ☐ Require a signed *Consent for Use of Picture and/or Voice* from each person who can be identified in a photograph or illustration (form available from Manuscript Central under the *Instructions and Forms* tab).

VIDEO/AUDIO

- ☐ Files are submitted to the Editorial Office by CD or DVD clearly labeled in English. Filenames must include first author's last name and *JRRD* manuscript ID number.
- ☐ Video/audio files must be numbered and cited in the text in numerical order.
- ☐ Video files must be limited to 30 seconds in length, have a video resolution of no less than 640 x 480 pixels, and be submitted in Windows Media Video (.WMV), or QuickTime (.MOV) format.
- ☐ Audio files should be limited to 2 minutes, have a sound quality of at least 96 kbit/s, and be submitted in Windows Media Video (.WMV), QuickTime (.MOV) or .MP3 format.
- ☐ Files must be accompanied by a full transcript of all audio for accessibility purposes.

APPENDICES

- ☐ Are submitted as separate MS Word files online via Manuscript Central, with subsequent hard copy/electronic transmittal to the Editorial Office upon article acceptance.
- ☐ Are formatted and reviewed by the author; *JRRD* Appendix materials are not typically reviewed by a technical editor.